

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	1604
			Original Date	05/12/2014
			Revised Date	03/01/2016
	Department: Pharmacy		Security of Pharmacy Premises	

POLICY:

The doors to the pharmacy and the pharmacy storage room across the hall from the pharmacy will be locked whenever pharmacy personnel are not within sight of the pharmacy. These areas will also be locked at all times that the pharmacist is not on duty and keys to these locked areas will only be in the possession of designated employees.

PROCEDURE:

1. The only keys to the pharmacy are held by the pharmacist, relief pharmacist and the supervising registered nurse.
2. The supervising registered nurse may only sign out medications when the pharmacy is closed or the on-duty pharmacist is not available. The supervising registered nurse may not grant unaccompanied access to the pharmacy to anyone except a registered pharmacist.